



June 17, 2003

State of Michigan Preliminary State Plan

Executive Summary of Recommended Actions

Section 301(1): Voting System Standards Requirements

A voting system selection for Michigan's uniform voting system will be made prior to the formal submission of the State Plan. The members of the Secretary of State's State Plan Advisory Committee will be convened as the advisory committee identified under PA 91 of 2002. While the advisory committee will select a specific balloting method for Michigan's uniform voting system, a specific voting system brand name or vendor will *not* be selected by the advisory committee. The voting system selected by the State for the establishment of the statewide voting system will meet the requirements of Section 301 of the Help America Vote Act including all accessibility requirements. After the selection of the uniform voting system, the following actions are planned:

- An assessment of the voting system procurement options.
- The creation of a project management framework to guide the implementation of the statewide voting system and ensure a successful transition to the system.
- The procurement of needed equipment and services pursuant to Michigan's procurement laws.
- The delivery of the equipment to the affected jurisdictions.
- The development and implementation of appropriate training programs.

Section 302: Provisional Voting

As the "provisional" balloting process provided under the Help America Vote Act differs in some respects from the current "affidavit" balloting process established in Michigan, it is Michigan's intent to modify its legislation and processes as necessary. Through these modifications, the State will ensure full compliance with the "provisional" balloting process provided under the Help America Vote Act, establish the required "free access system" and arrange for the distribution of instructions for obtaining information through the "free access system." The following actions are planned:



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- The development of revisions to Michigan election law authorizing “provisional” balloting for all public elections. The “provisional” balloting process will supplement the current “affidavit” balloting process.
- The implementation of revised procedures to allow for the issuance of a “provisional” ballot in instances where the “affidavit” balloting procedure cannot be employed.
- The establishment of a toll-free telephone number and a website that any individual who casts a “provisional” ballot can access to discover whether his or her ballot was counted and, if the ballot was not counted, the reason why the ballot was invalidated.
- The development and implementation of a program to track and compile data on the “provisional” balloting process.

Section 303: Computerized Statewide Voter Registration List Requirements and Requirements for Voters Who Register by Mail

While Michigan’s Qualified Voter File system is in substantial compliance with the Help America Vote Act’s requirements for a centrally administered statewide voter registration system, the following actions are planned to enhance the performance of the system:

- The exploration of the potential for electronically exchanging data with Michigan’s Family Independence Agency.
- The exploration of the potential for extending Michigan’s smaller jurisdictions with additional methods of electronically accessing the QVF system.
- The employment of GIS mapping technology to administer the street index built into the QVF system.
- The addition of digitized signatures to the QVF database.
- The development of a process which permits the QVF system to electronically remove voters who have not responded to notices pursuant to the National Voter Registration Act. (The review of the action by clerks will continue to be a requirement.)
- The development of new capacities which permit the QVF system to store the last four digits of a voter’s Social Security Number.
- The development of revisions to Michigan election law to provide for any additional processes needed to electronically verify new registrants who register to vote by mail.
- The establishment of an agreement with the Commissioner of Social Security to provide for the verification of voter identification information.



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The following actions are planned to ensure compliance with the requirements associated with the identification of voters who register to vote by mail:

- The implementation of the identification requirements imposed on individuals who (1) submit a mail-in voter registration form and (2) have never participated in a federal election conducted in Michigan.
- The establishment of procedures which permit a voter who is subject to the identification requirements to obtain a "provisional" ballot if the voter is unable to produce or submit an acceptable identification document.
- The modification of Michigan's Mail-In Voter Registration Application form as necessary.
- The development and implementation of a process which provides individuals who (1) submit a mail-in voter registration and (2) fail to respond to the citizenship question with an opportunity to complete the form no later than the voter registration deadline established for the next federal election.

Michigan's Distribution of Requirements Payment

Eligibility of Local Units to Receive the Payment: The Michigan Department of State's Bureau of Elections will centrally manage all initiatives funded by requirements payments and will be responsible for establishing all expenditure funding levels, program controls and outcomes. The State will follow applicable Michigan law regarding the distribution of federal reimbursements.

Performance Measures for Local Units: The Michigan Department of State's Bureau of Elections will monitor the performance of each initiative that is funded by requirements payments in three areas: financial controls, compliance with standards, and program results.

- The Michigan Department of State's Bureau of Elections will develop and use standard financial reporting for all initiatives funded by requirements payments.
- The Michigan Department of State's Bureau of Elections will develop and use standard program management reporting for all initiatives funded by requirements payments.
- The Michigan Department of State's Bureau of Elections will develop key performance indicators for each initiative funded by requirements payments.

Voter Education, Election Official Education and Training and Poll Worker Training

Voter Education: Michigan recognizes the need to enhance its voter education programs to better inform voters and promote participation in the electoral process. In addition to the maintenance of the voter education programs which are currently in operation, Michigan will pursue the following initiatives:



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- Establish a Voter Education and Outreach Fund. The fund will be used to support public and private sector programs designed to educate voters and promote electoral participation.
- Redouble the current efforts made to ensure that all voter outreach materials produced through the Department reflect and meet the needs of Michigan's diverse voting populations.
- Develop educational outreach initiatives designed to instruct voters on the operation of the voting equipment selected for the implementation of Michigan's uniform voting system.
- Coordinate voter education efforts with nonpartisan community organizations and advocacy groups committed to voter education including groups that provide services to individuals with disabilities.
- Encourage local jurisdictions to partner with nonpartisan community organizations and advocacy groups committed to voter education to promote voter registration and participation. Facilitate such efforts through the development and dissemination of voter outreach materials.
- Improve and increase public service announcements and informational materials.
- Expand and improve the Internet-based Voter Information Center and the voter instruction posters provided for display in the polls.

Election Official Education: Michigan recognizes the need to enhance its election official training programs to better ensure that all election officials possess the training, tools and resources critical to the successful administration of elections. In addition to the maintenance of the election official education programs which are currently in operation, Michigan will pursue the following initiatives:

- Improve training and accreditation materials to promote the retention of the information.
- Research and implement new and innovative training delivery methods such as interactive web-based training and video conferencing.
- Develop "training partnerships" with the various clerk associations established in the State, state universities and community colleges.
- Establish an advisory group to review and evaluate the training programs and materials developed to train election officials.
- Contract with training consultants to enhance the skills of the trainers.
- Develop educational programs designed to instruct election officials on the operation of the voting equipment selected for the implementation of Michigan's uniform voting system.



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Poll Worker Training: Michigan recognizes the need for continued improvement in the training programs offered poll workers to promote the efficient operation of the polls and the effective administration of the laws which govern the voting process. In addition to the maintenance of the poll worker training programs which are currently in operation, Michigan will pursue the following initiatives:

- Improve the content of the “train the trainer” programs offered county, city and township clerks.
- Update and expand the materials provided county, city and township clerks to assist with the instruction of poll workers.
- Develop and produce an updated poll worker training video.
- Contract with training consultants to enhance the skills of the trainers.

Voting System Guidelines and Processes

Michigan has adopted legislation which mandates the implementation of a statewide, uniform voting system (PA 91 of 2002). The voting system selected by the State for the establishment of the statewide voting system will meet the requirements of Section 301 of the Help America Vote Act including all accessibility requirements.

Michigan’s HAVA Fund Management

Working with the Michigan State Legislature, the Michigan Department of State’s Bureau of Elections is establishing a new election reform fund that will be separate and distinct from all other agency funds. The election reform fund will contain both federal and general funds. The federal fund portion will be used to maintain federal fund receipts and expend federal funds. The general fund portion will be used to budget and expend general funds representing the 5% match required under Help America Vote Act.

Maintenance of Effort

Consistent with Section 254(a)(7), Michigan will maintain the same level of expenditures on activities funded by the requirements payments as was expended in the fiscal year which ended prior to November 2000 (October 1, 1999 through September 30, 2000). (Michigan expended \$1.2 million on such activities during the period.)

HAVA Performance Goals and Measures

Pertinent statistics and information will be compiled to:

- (1) Determine the effectiveness of voter outreach programs.
- (2) Measure election official training performance.



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- (3) Measure the effectiveness of efforts to increase the number of available election inspectors.
- (4) Measure the effectiveness of voter education initiatives.
- (5) Measure the effectiveness of the grievance process.
- (6) Measure the effectiveness and uniformity of the “provisional” balloting process.
- (7) Measure the effectiveness of the accessibility initiatives.

State-Based Administrative Complaint Procedures

The Michigan Department of State has agreed upon a uniform, nondiscriminatory complaint procedure that meets the requirements of the Help America Vote Act. The complaint procedure will be adopted as a series of guidelines pursuant to the State’s Administrative Procedures Act (APA), PA 306 of 1969, as amended.

Effect of Title I Payments

Election Administration Improvements: Michigan is eligible for approximately \$9.9 million under Section 101 of the Help America Vote Act.

Replacement of Punch Card Voting Systems and Lever Voting Machines: Michigan is eligible for approximately \$6.8 million under Section 102 of the Help America Vote Act. The funds will be used to purchase voting systems which are compliant with the requirements of the Help America Vote Act.

Michigan’s HAVA State Plan Management

Michigan will use the State Plan as the basis for managing the activities associated with the implementation of the Help America Vote Act. The Secretary of State, with guidance from the Help America Vote Act Steering Committee, will be responsible for the management and implementation of the State Plan. The Secretary of State, the Department’s Chief Operating Officer and the State Elections Director will serve on the Steering Committee.

Project Committees will be responsible for research, analysis and the development of any needs associated with the State Plan.

Specified employees of the Michigan Department of State will be responsible for the day-to-day coordination and implementation of selected projects associated with the implementation of the State Plan. The Project Managers will be responsible for coordinating project activities; seeking the advice of county and local election officials, voter advocacy groups and other stakeholders in Michigan’s elections process; reporting on the progress of the activities; and relaying any resource needs to the Steering Committee.



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Michigan's HAVA Budget

See attached charts.

Federal Fiscal Year	Total Federal Funds Authorized ¹	Total Federal Funds Appropriated ²	Michigan's Share
Early Payments	\$650 million	\$650 million (appropriated)	\$6.8 million ³
2003	\$1.4 billion	\$830 million (appropriated)	\$28 million
2004	\$1 billion	\$500 million (President's budget)	\$16.5 million (estimated)
2005	\$600 million	\$500 million (proposed President's budget)	\$16.5 million (estimated)
Total	\$3.65 billion	\$2.480 billion	\$67.8 million

¹ "Authorized funds" represent the amount Congress recommended for the implementation of the Help America Vote Act when the Act was adopted.

² "Appropriated funds" represent the amount Congress has actually made available to the States for the implementation of the Help America Vote Act.

³ Does not include \$9.9 million Michigan is eligible to receive under Title I, Section 101, of the Help America Vote Act. The funds will be used to extend smaller jurisdictions access to the Qualified Voter File system, convert the street index to a GIS mapping system, add digitized signatures to the Qualified Voter File database and provide other technology enhancements.



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HAVA Requirements	Estimated Total Cost	Source of Funding			Implementation Period
<i>Title III Requirements</i>		§102	Title II	State 5% Match	
(§301) Voting System	\$55 million	\$6.8 million	\$45.45 million	\$2.75 million	FY 2003 to FY 2006
(§302) Provisional Voting and voting information requirements	\$500,000		\$475,000	\$25,000	FY 2003 to FY 2004
(§303) Computerized statewide voter registration list requirements and requirements for voters who register by mail	\$5 million		\$4.75 million	\$250,000	FY 2003 to FY 2004
<i>“Other” Activities</i>					
Programming software, ballot production licensing, service contracts and polling place accessibility supplements to HHS grants	\$5 million		\$4.75 million	\$250,000	FY 2003 to FY 2004
(§254 (3)) Voter education, election official education and training, and poll worker training which will assist the state in meeting the requirements of Title III	\$5 million		\$4.75 million	\$250,000	FY 2003 to FY 2006
(§402) Establish a State-based HAVA administrative complaint procedure to remedy grievances	\$500,000		\$475,000	\$25,000	